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United States Department of Agriculture

Agricultural Adjustment Administration

North Central Division

STATE OFFICE PAY ROLL INSTRUCTIONS

Instructions to Chief Clerks Relative to Preparing
Pay Rolls in State Agricultural Conservation
Offices in the North Central Region

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I N T R O D U C T I O N

The following instructions govern the preparation of pay rolls for employees of the State agricultural conservation offices, General Accounting Preaudit Offices, and where applicable, the Regional Disbursing Offices. These supersede all previous instructions.

All pay rolls will be prepared by the chief clerk, or under the supervision of the chief clerk, of the State offices and checked by the State accountant before they are forwarded to the Regional Disbursing Office for payment; consequently, both the chief clerk and the State accountant must become thoroughly familiar with the provisions of this procedure in order that pay rolls may be prepared correctly and checked before being submitted.

In preparing pay rolls for persons employed under a Letter of Authorization, in accordance with this procedure, the words "Letter of Authorization" will be applicable wherever reference is made to "Advice of State Allotment and Authority."

All salary checks are to be mailed to the chairman of the State agricultural conservation committee and distributed under the supervision of the State committee by a designated employee of the State office other than the chief clerk or State accountant.

Forms 1064 are not to be certified by the State certifying officer until they have been stamped "funds available" by the State accountant.

The following listed forms are to be used in connection with, or in the preparation of pay rolls:

ACP-29 - Notice of Employment Card.

AAA-22 - Temporary Service Certificate

1013 - (Original white) Pay Roll for Personal Services

1013a - (Original white)

1013b - (Duplicate yellow)

1013c - (Duplicate yellow)

1013d - (Original white)

1013e - (Duplicate yellow)

1064 - Schedule of Disbursements

1070 - Schedule of Civil Service Retirement and Disability Fund Claim

I. Form AAA-22 - Temporary Service Certificate.

A. Purpose.--Form AAA-22, together with the pay roll cards (Form ACP-29 "Notice of Employment"), will serve as the basis for the preparation of the pay roll vouchers (Standard Forms 1013, 1013a, 1013b, 1013c, 1013d, and 1013e, entitled "Pay Roll for Personal Services").

B. When and for Whom Prepared.

1. Form AAA-22 shall be prepared twice each month from the daily time reports maintained in the office. The form covering the period from the first day of the month through the fifteenth shall not be prepared before the fifteenth day of the month. The form covering the period from the sixteenth to the last day of the month shall not be prepared before the last day of the month.

2. A separate set of Forms AAA-22 shall be prepared for each of the following classes of employees:

a. Employees in the State office working under a formal appointment on a per annum basis.

b. Employees in the State office working under a formal appointment on a per diem w.a.e. (when actually employed) basis.

c. Employees in the State office working on a per diem basis under an "Advice of State Allotment and Authority" issued to the chairman of the State agricultural conservation committee.

d. Employees in the State offices working on a per diem basis under an "Advice of State Allotment and Authority" issued to the Director of the North Central Division.

e. Employees in the General Accounting Preaudit Office working on a per annum basis under a formal appointment (Forms to be prepared in the General Accounting Preaudit Office).

f. Employees in the General Accounting Preaudit Office working on a per diem basis under an "Advice of State Allotment and Authority" issued to the Director of the North Central Division (Forms to be prepared in the General Accounting Preaudit Office).

g. Employees of the Regional Disbursing Office working under a formal appointment on a per annum basis (Forms to be prepared in the Regional Disbursing Office).

h. Employees in the Regional Disbursing Office working on a per diem basis under an "Advice of State Allotment and Authority" issued to the Director of the North Central Division (forms to be prepared in the Regional Disbursing Office).

C. Preparation and Certification of Form AAA-22.

1. In the State office

a. Prepare Form AAA-22 in duplicate (original and one copy).

b. Prepare a separate set of forms for each class of persons enumerated in Section I, Subsection B, paragraph 2.

c. Enter in the upper part of the form in the blank space following the word "State" the name of the city and State where the State office is located.

d. Enter in the space following the word "Month" the name of the month for which the pay roll is to be prepared.

e. Where the employees whose names are listed on a set of Forms AAA-22 are employed under an Advice of State Allotment and Authority, enter in the space following the symbols "L.A.No.", "Advice of State Allotment and Authority" No. _____ and the date it was issued. Enter above the "Advice of State Allotment and Authority" number the name of the person to whom the "Advice of State Allotment and Authority" was issued. Where employees are employed under formal appointments, delete the symbols "L.A.No." and "(AA)" by drawing a line through them.

f. Enter in the column headed "Name and Designation of Employees" the title, the grade, the full name, and the salary of each employee. Salaries of per diem employees shall be the per diem rate of pay and the salaries of employees working on a per annum basis shall be the per annum rate of pay.

g. Enter in the column headed "Address" the words "Mail checks to" and insert thereafter the name of the chairman of the State agricultural conservation committee followed by the complete address of the State office.

h. In the double column headed "Period of Service" in the left-hand column under the word "From" enter the date of the first day worked during the current pay period and enter in the right-hand column under the word "To" the last day worked during the current pay period.

i. Enter in the column headed "Number of days worked" the number of days and hours for which the employee is to receive compensation. Fractions of an hour may be shown, provided such fraction is expressed in quarters of an hour; i.e., 1/4, 1/2, or 3/4. In accounting for fractional parts of a day, consideration shall be given to the one-hour period which is provided for lunch. An employee shall not receive pay, nor shall he be charged for "leave without pay" for the lunch hour. For example, if the employee worked from 10 a.m. to 5 p.m. on July 6, the hours worked would be designated as follows: "1-5; 6(10 a.m. - 12 noon; 1 p.m. - 5 p.m.): 8-11; 14-15", etc.

j. Enter in the column headed "Base Rate of Pay"

(1) In the case of a per diem employee, the rate per diem.

(2) In the cass of an employee working on a per annum basis, the per annum rate.

k. Enter in the column headed "Remarks" any information which will affect the pay status of the employee, such as transfers, promotions, demotions, and in the case of a new employee, the date he reported for duty, the date of oath, the date of appointment, and the fact that the appointing officer was the Secretary of Agriculture. There shall be shown also in this column any special conditions with reference to leave, etc., such as leave taken without pay. If the employee worked intermittently during the pay period, the days on which he worked shall be shown in this column. In showing the days on which the employee worked, the days shall be shown by inclusive dates. For example, 1-6; 8-11; 15; (11 days). If the employee's name was changed during the pay period, such change shall be shown in this column. If the employee's grade was changed, the name shall be shown under both grades with an adequate explanation in each place and the days actually worked under each grade. For example, if the employee was promoted on July 6, from CAF-2 to CAF-3, his name shall be shown in alphabetical order under the CAF-2 grade and the days worked shall be shown as 1-5; his name shall be shown also in alphabetical order under the CAF-3 grade and the days worked shall be shown as 6-15.

l. When properly prepared, Form AAA-22 shall be certified by the chairman of the State committee who shall sign and affix his title in the space provided therefor in the lower right-hand corner of the original of such form. The name of the certifying officer, together with his title, shall be typed on the carbon copies.

m. Enter the date of certification in the lower left-hand corner in the space provided therefor.

2. <u>In the General Accounting Preaudit Office and the Regional Disbursing Office</u>:

a. Form AAA-22 shall be prepared in the General Accounting Preaudit Office and the Regional Disbursing Office for the personnel detailed to them through the various State offices in the same manner in which such form is prepared in the State office, except

(1) The form shall be prepared in triplicate (original and two copies).

(2) In the upper left-hand corner following the word "State" the city and State in which the General Accounting Preaudit Office or Regional Disbursing Office is located shall be shown.

(3) Enter in the column headed "Address" the words "Mail checks to General Accounting Preaudit Office" or "Mail checks to Regional Disbursing Office", whichever is applicable, and enter thereafter the name of the person in charge of such office and the complete address (street, city, and State) of such office.

(4) Forms AAA-22 shall be certified by the officer in charge of the personnel of the General Accounting Preaudit Office or the Regional Disbursing Office, as the case may be.

b. When Form AAA-22 has been certified by the officer in charge of personnel of the General Accounting Preaudit Office or the Regional Disbursing Office, one copy of such form shall be retained and the original and the other copy shall be forwarded to the chairman of the State committee of the State in which the General Accounting Preaudit Office or Regional Disbursing Office is located.

c. Upon receipt of Form AAA-22 from the General Accounting Preaudit Office or Regional Disbursing Office, the chairman of the State committee shall initial such form immediately beneath the signature of the certifying officer.

D. Distribution of Form AAA-22.

1. When the forms have been prepared and certified, they shall be forwarded to the chief clerk for preparation of pay roll vouchers (Form 1013, etc.).

2. When the forms have been certified or initialed by

the chairman of the State committee, the original shall be forwarded to the office of the Director, North Central Division, Agricultural Adjustment Administration, Washington, D. C., and the copy shall be retained in the State office.

II. Form 1013 - Pay Roll for Personal Services

A. Purpose.--This form shall serve as the pay roll voucher and will constitute the basis for compensation to employees for services rendered during the pay period.

B. Forms to be used:

1. A separate set of forms shall be prepared for each class of employees, enumerated in Section I, sub-Section B, paragraph 2, from Forms AAA-22.

2. Where 20 names or less are to be entered on a set of pay roll forms, use Forms 1013d (original, white) and 1013e (duplicate, yellow); where between 20 and 30 names are to be listed, use Form 1013 (original, white) and Form 1013b (duplicate, yellow), and where there are more than 30 names to be listed, use Form 1013a (original, white), and Form 1013c (duplicate, yellow) as continuation sheets. All pay rolls shall end on Forms 1013 or 1013d.

C. Preparation of Form 1013

1. Form 1013 shall be prepared in quadruplicate (original and three copies).

2. If more than one page of Form 1013 is used in preparing a set of such forms, number the pages thereof consecutively beginning with number 1.

3. Enter above the words "Department or Establishment" the word "Agriculture."

4. Enter above the words "Bureau, Division, or Office," the words "AAA _____State office."

5. Enter above the word "Location" the city and State in which the State office is located.

6. Enter on the next line above the words "Name and Designation of Disbursing Officer," "G. F. Allen, Chief Disbursing Officer"

7. Enter in the blank space following the words "Period from and To", the first and last day of the pay period.

8. Enter in the column headed "Name, Grade, Designation, and Total Salary Rate," the following information:

   a. If the personnel for whom the set of Forms 1013 is prepared is employed under an Advice of State Allotment and Authority, enter above the column heading the words "Advice of State Allotment and Authority No.," followed by the number of the State Advice of Allotment and Authority, the name of the person to whom such Advice of State Allotment and Authority was issued, and the date of issuance.

   b. Enter beneath the column heading the words "Per Diem," "W.A.E.", or "Per Annum," whichever is applicable.

   c. In each line of this column enter the title of the employee his grade, his name, and the base rate of pay.

   d. The names of employees shall be grouped according to grade classification (CAF-2, CAF-3, etc.) and shall be listed in alphabetical order within such group.

9. Enter in the column headed "Gross Amount Earned," the gross amount of salary earned by the employee during the pay period.

10. Enter in the column headed "Retirement" any deductions to be made for employees holding appointment under civil service. This amount shall be $3\frac{1}{2}$ percent of the gross amount earned. (See Government Salary Schedule).

11. Make no entry in the column headed "Other."

12. Enter in the column headed "Net Amount Paid" the difference between the amount shown in the column headed "Gross Amount Earned" and the amount shown in the column headed "Retirement."

13. Enter in the column headed "Signature for Cash, etc.," the applicable appropriation number and immediately beneath such appropriation number enter the applicable account symbol number.

    Example: 1282215(21)1
    0600.2 - State Code

14. Enter in the column headed "Remarks," any information which will affect the pay status of the employee, such as transfers, promotions, demotions, etc. If an employee was appointed during the pay period, indicate the date of appointment, the date the employee took the oath, the date that he reported for duty, and indicate that the Secretary of Agriculture was the appointing officer.

There shall be shown also in this column any special conditions with reference to leave, such as leave taken without pay, etc. If the employee worked intermittently during the pay period, the days on which he worked shall be shown. In showing the days on which the employee worked, the days shall be shown by inclusive dates. For example: 1-2; 8-11; 14-15; (8 days). If the employee's name was changed during the pay period, such change shall be shown in this column. If the employee's grade was changed, the name shall be shown under both grades with an adequate explanation in each place and the days actually worked under each grade. For example, if the employee was promoted on July 6, from CAF-2 to CAF-3, his name shall be shown in alphabetical order under the CAF-2 grade and the days worked shall be shown as 1-5; his name shall be shown also in alphabetical order under the CAF-3 grade and the days worked shall be shown as 6-15.

15. Obtain a total for the columns headed "Gross Amount Earned," "Retirement," and "Net Amount Paid." If there is an entry in the column headed "Retirement," enter immediately below the totals heretofore obtained the words "Treasurer, U. S. Civil Service Retirement Fund," and enter on the same line in the column headed "Net Amount Paid," the total amount shown in the retirement column. This amount shall be added to the total for the column headed "Net Amount Paid," and the result should be equal to the total for the column headed "Gross Payment Earned."

16. Enter at the bottom of each set of Forms 1013 the field office voucher number. This number shall be preceded by the State office symbol, which is as follows:

Illinois - Ch'n
Indiana - Laf.
Iowa - D. M.
Michigan - Lsg.
Minnesota - St. P.
Missouri - Col.
Nebraska - Lin.
Ohio - Col's
South Dakota - Br'gs
Wisconsin - Mdn.

If the pay roll is for the General Accounting Office or Disbursing Office field offices, the State office symbol shall be followed by the

letters "GAO" or "DO", whichever is applicable. A separate number shall be assigned to the Form 1013 prepared for each of the classes of employees enumerated in Section I, sub-Section B, paragraph 2. For example, if Form 1013 is prepared in the State office for each of the classes of employees hereinbefore enumerated, the Forms 1013 shall be numbered from 1 to 7, inclusive, (Ch'n 1, Ch'n 2, Ch'n 3, Ch'n-GAO-4, Ch'n-GAO-5, Ch'n-DO-6, Ch'n-DO-7). The Form 1013 for the next pay period shall be numbered consecutively in a similar manner beginning with number 8. Subsequent Forms 1013 shall be numbered consecutively until the end of a fiscal year. At the beginning of a new fiscal period, the Forms 1013 shall be numbered consecutively starting with the number 1 -- (fiscal year number).

17. On the reverse side of the form, do not make an entry in the upper right-hand corner of the form opposite the words "Voucher Number."

18. Enter the Disbursing Office symbol number in the space provided therefor in the upper right-hand corner. The Disbursing Office symbol number will be furnished by the Regional Disbursing Office.

19. Following the words "Department or Establishment" enter the word "Agriculture."

20. Following the words "Bureau, Division, or Office," enter the words "AAA_____State office."

21. Following the word "Location" enter the city and State in which the State office is located.

22. Following the word "Appropriation", enter "1282215(21)1, Conservation and Use of Agricultural Land Resources, Department of Agriculture, 1938 (AAA) (Administrative Expenses)", or such appropriation and title as are applicable, followed by the account symbol number and the State code.

23. Following the words "For service of Officers and Employees during the Period From", enter the first day of the pay period, and after the word "To," the last day of the pay period.

24. On the same line under the word "Amount", enter the amount shown as the total of the column headed "Gross Amount Earned."

25. On the line entitled "Account Verified, Correct

for," under the column headed "Amount", enter the total for the column headed, "Gross Amount Earned." The Chief Clerk shall place his initials on this line on all copies of Form 1013.

26. Following the words "Approved for" enter the total amount shown for the column headed "Gross Amount Earned."

27. The original of Form 1013 shall be signed by the certifying officer and his title affixed thereto. The name and title of the certifying officer shall be typed on the copies of Form 1013.

28. A separate certification is necessary whenever payment is to be made for work performed on Sundays and holidays. This certification shall appear between the last name on the pay roll and the grand total shown for the pay roll. The certification shall be made in the following manner: "Services were necessary and actually performed on Sundays and holidays as indicated."

29. All corrections and erasures must be initialed by the certifying officer.

D. Distribution of Form 1013, etc.

1. After approval by the certifying officer, the original and first copy will be forwarded to the Regional Disbursing Office for payment.

2. The second copy shall be forwarded to the State accountant for posting.

3. As soon as payment has been made, the Regional Disbursing Office will return the first copy making any necessary notations on this copy. The State office will transfer any such notations to the State office pay roll copy and forward such copy to the office of the Director, North Central Division.

4. The third copy shall be retained by the chief clerk.

III. Form 1064 - Schedule of Disbursement.

A. Purpose.--This form is used to schedule pay roll vouchers (Form 1013).

B. Preparation of Form 1064.

1. Prepare Form 1064 in sextuple (original and five copies).

2. Above the words "Department or Establishment" enter the word "Agriculture."

3. Above the words "Bureau or Office" enter the words "AAA._____State office."

4. Make no entry above the words "Date Paid."

5. Above the word "Name" and after the word "By", enter the name "G. F. Allen."

6. Above the words "Title or Rank", enter the words "Chief Disbursing Officer."

7. Above the word "Station", enter the name of the city and State where the Regional Disbursing Office is located.

8. Above the words "Month or Period Ended", enter the name of the month in which it is anticipated that the Disbursing Office will handle such form. For example, if the pay roll covers the first half of February, the entry will be "February 1938", but if the pay roll covers the last half of February, the entry will be "March 1938."

9. After the words "Symbol No.", enter the symbol number of the Regional Disbursing Office.

10. After the words "Bureau Schedule No.", enter the State office symbol followed by the schedule number. The first Form 1064 shall be assigned Schedule No. 1, and successive Forms 1064 shall be numbered consecutively to the end of a fiscal year. At the beginning of a new fiscal year, the Forms 1064 shall be numbered consecutively starting with the number 1 - (fiscal year number).

11. After the word "Date", enter the date that the form is submitted to the Disbursing Office.

12. Make no entry in the columns headed "Disbursing Office Voucher No." and "For GAO Only." In the column headed "Bureau or Office Voucher No.", enter the office voucher number which appears at the bottom of Form 1013. Leave a blank line between each office voucher number.

13. In the column headed "Payee", enter the words "Pay Roll (Field)" and enter immediately beneath such designation the first name which appears on each pay roll voucher (Form 1013) followed by the phrase "et al." In the case of employees employed under an

"Advice of State Allotment and Authority", the designation in this column will be in the following style: "Pay Roll (Field) Oct. 1-15, John A. Doe, et al., Advice of State Allotment and Authority Number_____."

14. In the column headed "Symbol of Appropriation or Fund", enter "1282215(21)1" or such appropriation number as is applicable followed by the account symbol number and State code. Example: 1282215(21)1 0600.2-33. Do not schedule pay rolls which are to be paid from different appropriations on the same schedule form.

15. In the column headed "Amount", enter the total shown in that column of Form 1013 headed "Gross Amount Earned." At the foot of the column headed "Amount", on the third line from the bottom of the sheet, enter the total for all entries in this column, such amount to be prefixed by the words "Gross Total". It will not be necessary to show the amount of the retirement deductions pertaining to that particular roll, but in lieu of individual entries, the following information should be entered at the foot of the column headed "Payee":
Retirement deductions (Form 1070 No.___) $_____.
At the foot of the column headed "Amount" there should be entered only the gross total of the pay rolls appearing on the schedule, thus:
Gross Total $_____.
It will not be necessary to show the net total on the Schedules.

16. The certifying officer shall sign and enter his title on the original of Form 1064 in the space provided therefor. The name and title of the certifying officer shall be typed on all copies.

C. Distribution of Form 1064

1. Transmit the original and three copies to the Regional Disbursing Office, one copy of which should be stamped "Forward to Records and Accounts Section, Agricultural Adjustment Administration, Washington, D. C."

2. The two remaining copies will be temporarily retained by the chief clerk.

3. The Regional Disbursing Office will forward the stamped copy to the Records and Accounts Section, Agricultural Adjustment Administration, Washington, D. C., and will return one copy to the State office.

4. Upon receipt of the copy from the Regional Disbursing Office, the chief clerk shall enter on the copies which he retained, the information which was inserted on the form in the Regional Disbursing Office and shall distribute them as follows:

   (a) The copy returned from the Disbursing Office to the State accountant.

   (b) One copy to the Administrative Audit Section, Agricultural Adjustment Administration, Washington, D. C.

   (c) One copy to be retained by the chief clerk.

IV. Form 1070 - Schedule of Civil Service Retirement and Disability Fund Credits.

A. Purpose.--Forms 1070 are used to schedule Civil Service retirement deductions in accordance with regulations prescribed by the Comptroller General of the United States.

B. Preparation of Form

1. Prepare Form 1070 in octuple (original and seven copies). This form is to be prepared at the time Forms 1013 are scheduled for payment on Form 1064, from information given on Forms 1013.

2. Enter the schedule number in the upper right-hand corner of the form. The first Form 1070 prepared in the State office shall be assigned No. 1 and successive forms shall be numbered consecutively, for the remainder of the fiscal year. At the beginning of the new fiscal year, the forms shall be numbered consecutively starting with the number 1 -- (fiscal year number).

3. Above the words "Department or Establishment" enter the word "Agriculture."

4. Above the words "Bureau or Office," enter the words "AAA. _____State office."

5. Above the word "Name", and following the word "By", enter the name "G. F. Allen."

6. Above the word "Title" enter the words "Chief Disbursing Officer."

7. Above the word "Station" enter the name of the city and State where the Regional Disbursing Office is located.

8. After the word "Period," enter the month during which it is anticipated that payment will be made.

If the pay roll covers the first half of the month, the name of that month shall be entered: if the pay roll covers the last half of the month, the name of the next month shall be entered.

9. After the words "D. O. Symbol No.," enter the symbol number of the Regional Disbursing Office.

10. In the column headed "Bureau or Office Voucher No.,"enter office voucher number shown at the bottom of Form 1013.

11. In the column headed "Amount of Retirement Deductions," enter the total amount of retirement deductions shown on Form 1013.

C. Distribution of Form 1070

1. The original and three copies shall be transmitted to the Regional Disbursing Office. A notation shall be inserted on the second carbon "Forward to Records and Accounts Section, Agricultural Adjustment Administration, Washington, D. C."

2. The Regional Disbursing Office will retain the original and first copy of Form 1070 and will forward the second copy to the address indicated thereon.

3. The third copy will be returned to the State Office. Upon receipt of the third copy from the Regional Disbursing Office, the data which were entered on such copy by the Regional Disbursing Officer shall be copied on the fourth, fifth, sixth and seventh copies which were retained in the State Office. When these data have been copied, the forms shall be distributed as follows:

   a. One copy to "Office of Budget and Finance, Department of Agriculture, Washington, D. C.

   b. One copy to the Accounting and Bookkeeping Division. General Accounting Office, Washington, D. C.

   c. One copy to the United States Civil Service Commission, Washington, D. C.

   d. One copy to the Division of Bookkeeping and Warrants. Treasury Department, Washington, D. C.

   e. One copy shall be retained by the chief clerk.

V. Miscellaneous Provisions.

A. Basis of Preparation of Pay Rolls

1. The basis for preparation of pay rolls will be pay roll cards (ACP-29) and temporary service certificates(AAA-22). The pay roll cards are to be made up from the formal appointment notifications and from such other notifications with respect to personnel as may be received from the personnel office, North Central Division, Agricultural Adjustment Administration, Washington, D. C.

2. The name of new appointees must not under any circumstances be entered on the pay roll voucher until the formal notification of appointment has reached the State office, or an ACP-29 has been received.

3. In the case of extensions of appointments, the names of employees shall not be entered on the pay roll until the formal notice approving the extension is received in the State office.

B. Annual Leave, Sick Leave, and Leave Without Pay

1. There are a few employees in each State office holding formal appointments who are entitled to annual and sick leave with pay. A record will be furnished to each State office indicating the amount of accrued annual and sick leave which the employee has earned. After the original record has been furnished, all further leave shall be computed in accordance with paragraphs 2511 to 2562, inclusive, of the Regulations of the United States Department of Agriculture. The provisions with respect to leave are further supplemented by Executive Orders Numbers 7409 and 7410, dated July 9, 1936, and by Memorandum No. 691, dated April 29, 1936, issued by the Secretary of Agriculture. Provisions governing leave without pay, when such days are at the beginning or end of a leave without pay period, are contained in Personnel Circular No. 25, issued May 1, 1936. Provisions governing leave without pay on the 30th or the 31st day of a 31-day month are contained in paragraph 3216 of the Regulations of the United States Department of Agriculture.

C. Pay Roll Adjustments

1. In no case shall a field officer attempt to correct or cancel a check.

2. Underpayments -- In case of underpayments such as those caused by the deduction through error of too much leave without pay or by failure to give an employee credit for all the days upon which he performed service, it will be necessary to prepare a supplemental pay roll voucher (Form 1013) as follows:

a. The supplemental Form 1013 shall be prepared in accordance with the instructions set forth in Section II, sub-Section C, except:

(1) In the column headed "Gross Amount Earned.", enter the amount which was previously paid to the employee. Immediately below such amount, enter the amount by which such employee was underpaid and immediately below the last entry, insert the total of the two entries made in this column.

(2) If deductions are made for retirement, there should be entered opposite the name of the employee, the deduction which was made under the original pay roll voucher. Immediately below such entry enter an amount determined by multiplying the gross amount of underpayment by 3-1/2 percent. The next entry in this column shall be the sum of the two entries previously made.

(3) In the column headed "Net Amount Paid," enter the difference between the entries in the columns headed "Gross Amount Earned" and "Retirement Deductions."

(4) In the column headed "Remarks" an explanation should be given in the following style:

"Employee was underpaid on D.O. Voucher No._____, Disbursing Office symbol number_____. Voucher Number_____, - January 1 to 15, 1938, deductions made through error for January 6."

3. Overpayments.

a. Overpayments, such as failure to deduct for all days of leave without pay shall be handled as follows:

(1) If the employee has discontinued work or his appointment has been terminated, the check will not be delivered to the employee but must be transmitted to the Administrative Audit Section, Agricultural Adjustment Administration, 1437 K Street, N.W., Washington, D. C., accompanied by a letter of explanation.

(2) If the employee continues to work, a refund in the amount overpaid must be requested, unless the employee has earned a sufficient amount during the next pay period to cover the overpayment, when the check may be delivered to him and a deduction may be made from his next salary pay check. The gross and net amounts shown on Form 1013 shall be reduced by the proper amount and an explanation shall be given in the column headed "Remarks" in the following style:

"On July 1 to 15 pay roll Disbursing Office voucher number_____, Disbursing Office symbol number _____, Voucher number_____deduction should have been made for one day leave without pay, July 6."

D. Death of Employee.

1. In case an employee died before his salary check is delivered to him, the check must be forwarded to the Regional Disbursing Office from which the check was originally issued, accompanied by a statement of all facts involved in the case.

E. Termination of Employment

1. If an employee's appointment is terminated and if such employee has failed to account for property which was charged to him, such property to include identification cards, transportation requests, and such other papers or articles which were issued to the employee, the final salary check drawn in favor of such employee shall not be delivered to him until all the property has been returned or accounted for. If such employee is unable to account for the property, his check shall be forwarded to the Administrative Audit Section, Agricultural Adjustment Administration, Washington, D.C., accompanied by an adequate explanation.

F. Lost, Stolen, or Destroyed, Checks.

1. In the event a check is lost, stolen, or destroyed, the Regional Disbursing Officer shall be notified immediately.